Royal Observatory Edinburgh

Events Proposal Form

This form should be completed and signed by the event organiser and emailed to Lynn Ritchie with the risk assessment for approval at least 30 days before the planned event.

Return by email will be accepted as approval.

|  |  |
| --- | --- |
| Contact Name |  |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |
| Dates and times required |  |
| Nature of the event |  |
| Number of delegates |  |
| Brief running order |  |

|  |  |  |
| --- | --- | --- |
| Area of site (more than one area required simultaneously Y/N) | Times required | IT/AV, room layout requirements |
| Visitor CentreSeats 30, Maximum floor loading 50 eg for a standing buffet |  |  |
| Lecture TheatreSeats 90 |  |  |
| Higgs Conference Centre/Visualisation Suite |  |  |
| Higgs Café  |  |  |
| Meeting RoomVarious sizes 3-25 people |  |  |
| Other requirements | Number | Time |
| Visit to Crawford Collection (groups of 8 max) |  |  |
| Visit to observatory dome (groups of 30 max) |  |  |

 **Agreement**

I agree to the following conditions for events at the Royal Observatory, Edinburgh:

1. Adhere to the guidelines outlined in this document

2. Payment for any catering booked, to be invoiced after the event.

Signed: …………………………………………… Name: …………………………………………

Position: ………………………………………….. Date: ………………………………………...